

SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN
Securities Market Division

No.SMD/CIW/Misc./08/20009

August 26, 2010

LIST OF DOCUMENTS TO BE SUBMITTED TO THE COMMISSION BY COMPANIES
ALONGWITH APPLICATION FOR APPROVAL TO ISSUE, CIRCULATE AND PUBLISH
PROSPECTUS/OFFER FOR SALE DOCUMENT

(For Equity Issues)

The following documents shall be submitted to the Commission alongwith application for approval to issue, circulate and publish prospectus/ Offer for sale document.

S. No.	Document
	Documents required to be submitted alongwith application:
1	Application under Section 57(1) or 62(1) of the Companies Ordinance, 1984 (the Ordinance) as the case may be.
2	Application made to Stock Exchange (s) along-with copy of enclosures.
3	Clearance letter from the concerned stock exchange(s).
4	Copy, both in hard and soft form of the Prospectus/Offer for Sale Document duly cleared by the stock exchange both in full and abridged with last page signed in original by directors of the Company and duly witnessed and that of the advertisement, if any.
5	Affidavit, on Non-Judicial Stamp Paper, from the Chief Executive (CEO) & the Chief Financial Officer (CFO) of the Company and Offerer (where applicable) on accuracy of the disclosures made in the prospectus, certified by the Oath Commissioner.
6	Non-refundable application processing fee in the following manner:- (i) In case size of the total issue including all types of securities is up to Rs.250 million, a fee of Rs.25,000/- (ii) In case size of the total issue including all types of securities is more than Rs.250 million and up to Rs.1,000 million, a fee of Rs.50,000/- (iii) In case size of the total issue including all types of securities is more than Rs.1,000 million, a fee of Rs.100,000/-
7	Undertaking on Non-Judicial Stamp Paper from the Balloter, Transfer Agent (Share Transfer Agent) and Underwriter(s) that they fulfill all the conditions of rule-4 of the Balloters, Transfer Agents, and Underwriters Rules, 2001.

8	Copies of the commitment letter(s)/ willingness /consent(s) of Pre-IPO Investors (where applicable).
9	Undertaking on Non-Judicial Stamp Paper regarding no buy-back/re-purchase agreement from the Underwriters.
10	Form 29 duly certified from concerned Company Registration Office.
11	Confirmation that issued capital of the company does not consist of shares issued against intangible assets.
12	Affidavit, on Non-Judicial Stamp Paper, from CEO, Directors, Company Secretary & CFO of the Company and Offerer (where applicable) that they have fully disclosed all legal proceedings pending in court of law which may have an adverse material impact on the business of the Company, certified by the Oath Commissioner.
	Any other document/information as may be required by the Commission for its own record or for inclusion in the prospectus.
	<u>Documents required after Approval and before Public Subscription:</u>
13	Five printed copies of the prospectus along with copies of all those newspapers in which the prospectus has been published within <u>two</u> days of such publication.
	<u>Documents required after Approval and after Subscription:</u>
14	Report containing information about the public issue, advertisement of the prospectus, subscription received, basis of allotment, refund made and related matters, within 30 days of the public offer.

Note: The documents submitted in the form of photocopy, must be certified by the Company Secretary or the CEO.
